

Civil Rights On-Site Review Schedule -- Tentative

~~ Date ~~
School or Institution

8:00 A.M. - 8:20 A.M. **Meeting with Administration**

- Superintendent – if possible
- High School Principal, CTE Director
- Entire Civil Rights (CR) Team – typically 8 members

8:20 A.M. – 9:20 A.M. **Review of High School and Technical Center Facilities, Programs and Classrooms – “walk about”**

- Several CR Team members or Murray Meszaros (depends on school size)
- Head janitor(s), if possible

9:20 A.M. – 11:30 A.M. **Interviews with “Most Responsible” Faculty and Staff**

- Principal
- CTE Director
- WBL Coordinator
- Title IX Coordinator – from school, if none, then from district
- Title VI Coordinator – from school, if none, then from district
- Teachers in CTE programs
- Counselors
- Section 504 and Title II or ADA Coordinator, Special Education Director/Teachers
- Parents of students with disabilities (by phone)
- PTSA and/or community council persons (by phone)

10:30 A.M. – 11:30 A.M. **Meeting with individual students – by USOE’s 8 CTE Specialists**
5 or 6 students from each of the following populations: non-traditional/ELL/SPED/
CTE and non-CTE staggered in 15 minute intervals – *Please alert teachers that when we temporarily pull students from classes, we will try to interfere as little as possible with the regular routine of the day.*

11:30 A.M. – Noon **Debrief – CR Team and CTE Specialists**

Noon - 12:45 P.M. **CR Team, Working Lunch***

- The CR Team will need a place where they can work in privacy during this time.

12:45 A.M. – 2:30 P.M. **Additional Interviews (as needed with those from 9:20 AM)**

- CR Team
- Individual staff

2:30 P.M. – 2:45 P.M. **CR Team Debrief**

2:45 P.M. - 3:15 P.M. **Meeting with Administrators – Debrief the day’s findings**

- Superintendent, if available
- High School Principal
- CTE Director
- Other staff as requested by CR Team or Principal

=====

The CR team (1) may have a need to conduct additional interviews in person or by phone subsequent to the onsite review and (2) may take the printed materials with them to USOE – returning them later.